

# Volunteer Handbook 2010

**A Publication of the  
Retired and Senior  
Volunteer Program**

**City of San Jose, Office on Aging  
5730 Chambertin Dr.  
San Jose, CA 95118**



*Parks, Recreation and  
Neighborhood Services*

**RSVP**

**Lead With Experience**

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## **Books Aloud**

Books Aloud is a nonprofit organization that provides free audio book library services for people who are visually, physically or learning disabled. Its "Reading by Listening" program consists of 5,000+ unabridged titles with numerous selections suitable to patrons of all ages. The audio selections are ideally suitable for recreational, educational, inspirational and rehabilitative purposes.

### **To volunteer, contact:**

Anita Brewer

408-808-2613

[abrewer@booksaloud.org](mailto:abrewer@booksaloud.org)

### **Volunteer Opportunities**

#### **Circulation**

- Select tape-recorded books for patrons
- Check-out on circulation computer
- Package the tapes for shipping

#### **Reserves**

- Record patron's reserve requests on computer
- Label and shelve listener requests

#### **Check-In**

- Open mail bags
- Check-in on the computer
- Rewind tapes and prepare for shelving

#### **Bulk Mail**

- Fold, staple, and label newsletters, flyers etc.

#### **Filing**

- Maintain master tape files
- Maintain listener files
- Maintain history files

#### **Repairs**

- Replace damaged tapes
- Mend and clean albums and mailing envelopes

#### **Overdues**

- Track and monitor return of all tapes
- Contact patrons of overdue tapes

#### **Office Support**

- Type master cards for new titles
- Process all new titles and albums
- Duplicate and label new tapes
- Maintain supply of office forms
- Prepare mailing envelopes

#### **Readers**

- Record books onto tape. Readers are auditioned and if passed, scheduled for 1 hour per week.

## **Breathe California**

Breathe California of the Bay Area fights lung disease in all its forms and works with communities to promote lung health. A wide array of services is offered including programs to:

- teach kids how to manage their asthma
- prevent teens from using tobacco
- assist smokers who want to quit
- offer support to local COPD and lung cancer patients
- advocate for clean air policies
- support innovative lung disease research

### **To volunteer, contact:**

Patricia Tind

408-998-5865

[patricia@lungsrus.org](mailto:patricia@lungsrus.org)

### **Volunteer Opportunities**

#### **Asthma Management Facilitator**

We are looking for volunteers to help lead our 6-session asthma education programs at local schools in Santa Clara and San Benito Counties.

#### **Asthma Camp Counselor**

Every August, Breathe California hosts a week-long day camp for kids with asthma. The camp teaches the children how best to manage their asthma while also giving them the opportunity to participate in fun activities and to meet other kids with the same condition. Camp counselors will assist with the asthma education component as well as activities and field trips.

#### **Breath of Life Walk Volunteer**

Every October, Breathe California holds its annual 5K Breath of Life Walk. For this event, we need volunteers to help with set-up, break-down, distribution of refreshments, route monitoring, registration and much more. We are also looking for volunteers interested in building a team of walkers and collecting donations to support our local programs.

#### **Office Assistant**

We are always looking for volunteers interested in helping us with general office work—creating Word & Excel documents, filing, copying, doing data entry, bulk mailings, and stamping literature.

#### **Health Fair Assistant**

We are looking for volunteers interested in representing Breathe California at health fairs taking place at local colleges, community agencies, and corporations. Volunteers will staff a booth from which they will distribute literature as well as promote our agency's programs and services.

#### **Better Breathers Club Assistant**

We are looking for a volunteer to assist with our Better Breathers Club support groups, by helping recruit guest speakers, maintain a current schedule of the monthly BBC sessions, call BBC members to remind them of upcoming meetings, and/or assist with the monthly BBC newsletter.

#### **Teen Smoking Prevention Program**

Our Counseling Leadership Against Smoking Pressures (CLASP) is looking for high school students interested in teaching middle school students about the hazards of smoking. These volunteers are trained on key tobacco control issues, learn to lead group discussions and then are sent to the classroom to speak with younger students. Volunteers have to be 18 years of age or older and available during school hours.

## California Highway Patrol

The California Highway Patrol provides services to Californians through active programs, task forces, community outreach, and communication. In order to better serve the needs of the community, the California Highway Patrol turned to the unique skills and attributes of senior volunteers and established the Senior Volunteer Program. SVP personnel provide public service and assistance at CHP field offices across the state.

### To volunteer, contact:

Donald Serabia

408-467-5400

[djsarabia@chp.ca.org](mailto:djsarabia@chp.ca.org)

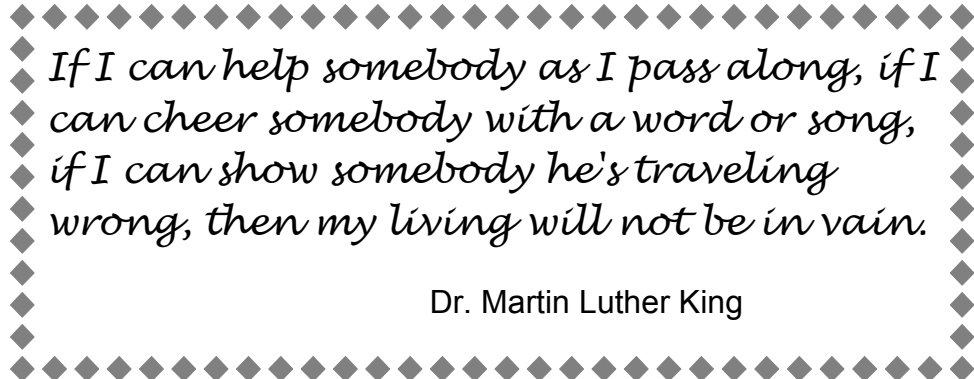
### Volunteer Opportunities

SVP duties include administrative assignments such as:

- assisting clerical support with data entry tasks
- handling traffic collision report transactions
- processing traffic complaints
- clearing equipment violations
- providing information to the public

Additionally, SVP personnel can assist in diverse field duties such as:

- deploying the CHP radar trailer in problematic areas
- assisting local elementary schools with their school safety patrol programs
- conducting radar surveys or other observations to determine if traffic safety issues exist
- providing traffic control for special events or at long term highway closures during major emergencies
- teaching "Senior Driver Safety Program" seminars
- assisting uniformed officers at community events and functions



## Consumer Protection

The Consumer Protection Unit is responsible for processing all inquiries received from consumers who are complaining about businesses. The unit has two divisions: The Mediation Unit and the Enforcement Unit. The Mediation Unit assists individual consumers with informal resolution of their disputes with business entities. The Enforcement Unit prosecutes criminal and civil cases in the name of the People of the State of California against businesses engaging in unlawful or fraudulent business practices.

The volunteers in the Mediation Unit provide information about consumer transactions and mediate complaints between consumers and businesses. The office provides 9 hours of training before volunteers can be placed. Volunteer training is done on a periodic and as-needed basis. Potential volunteers are encouraged to complete an application which will be held until the next training is scheduled.

For an application, please contact the Consumer Mediation Unit at (408) 792-2880

### **To volunteer, contact:**

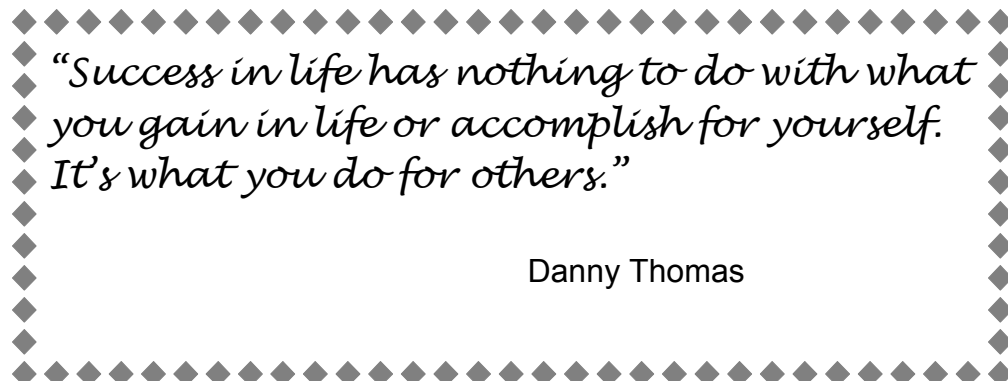
Patricia McRae

408-792-2835

[pmcrae@da.sccgov.org](mailto:pmcrae@da.sccgov.org)

### **Volunteer Opportunities**

The volunteers in the Consumer Protection Unit assist our office with providing consumers and businesses with information about transactions and mediating disputes. The office provides 9 hours of training before volunteers can be placed. Volunteer training is done on an as-needed basis.



## DAY BREAK

Day Break Respite and Caregiver Support Services is a community-based program sponsored by Catholic Charities of Santa Clara County that provides non-medical care to meet the needs of functionally impaired older adults while enhancing the quality of life for both the participant and caregiver. Our mission is to help dependent seniors to “age in place” and remain in their family homes for as long as possible. Catholic Charities serves people of all beliefs, cultures, ethnicities, and ages.

### **To volunteer, contact:**

Patti Worthen  
408-270-4900  
[pworthen@ccsj.org](mailto:pworthen@ccsj.org)

### **Volunteer Opportunities**

#### **Older Adult Respite and Caregiver Services**

Serving San Jose, Gilroy and Morgan Hill  
St. Francis of Assisi Church, 5111 San Felipe Rd., San Jose, CA 95135  
Contact: Patti Worthen, Site Supervisor (Day Break I)  
408-270-4900, [pworthen@catholiccharitiesscc.org](mailto:pworthen@catholiccharitiesscc.org)  
Open Monday-Friday from 10am to 3pm.

#### **Adult Day Care Center Volunteer**

At St. Francis of Assisi Church- Assist with activities, provide encouragement and support to older adults in our Day Care Center 2-5 hours per week.

#### **In-Home Respite Provider**

Populations served in Santa Clara County, including Morgan Hill and Gilroy. Provide companionship and supervision to an elderly homebound senior in their own home for 2-4 hours per week.

#### **Escorted Transportation Program**

Contact: Patti Worthen, Site Supervisor (Day Break I) 408-270-4900, [pworthen@catholiccharitiesscc.org](mailto:pworthen@catholiccharitiesscc.org),  
Ching-Ming Hsueh, Site Supervisor Day Break II  
408-282-1134, [chsueh@catholiccharitiesscc.org](mailto:chsueh@catholiccharitiesscc.org), Ginger McClure, Site Supervisor Day Break III  
408-530-8734, [gmcclure@catholiccharitiesscc.org](mailto:gmcclure@catholiccharitiesscc.org)

**PROGRAM DESCRIPTION:** Drive homebound older adults to medical appointments or to the grocery store, remaining with them during their appointment or grocery shopping, and then driving them back to their home.

A volunteer would provide a minimum of one ride per month, averaging 3 hours per trip. (Many of our volunteers provide 2-3 trips per month) This is a great opportunity for those who enjoy one-on-one contact with older adults. A volunteer gains satisfaction by providing a direct service to an older adult who could not continue to live independently without this service. **(Mileage reimbursement is provided).**

Many of our clients look forward to the time spent with the volunteer drivers, not only because it provides a means of needed transportation, but more importantly, it is an opportunity for socialization for a senior who may otherwise be homebound.

## **Emma Prusch Farm Park**

The Emma Prusch Farm Park Foundation's goal is to provide resources, volunteers and services helping to preserve and share the rich agricultural and cultural heritage of San Jose. This is accomplished through support and encouragement of music, dance and visual arts and through participatory agricultural and natural resource practice. The educational programs and activities serve the youth, families and adults of the Santa Clara Valley.

### **To volunteer, contact:**

Alex Pearson

408-794-6262

[Alex.Pearson@sanjoseca.gov](mailto:Alex.Pearson@sanjoseca.gov)

### **Volunteer Opportunities**

#### **Prusch Park Tour Docent**

Length of Commitment Desired: One tour season.

Dates volunteer is needed: Spring Docents- March thru June (Tuesdays, Wednesdays, Thursdays, or Fridays). Fall Docents-September thru November (Tuesdays or Thursdays)

Location of volunteer work (address): Emma Prusch Farm Park- 647 S. King Rd. (408) 794-6262

#### **Duties:**

Tour docents will lead elementary school aged children in hands-on tours of the barn, small animal area, and garden.

What is meaningful about this job? Volunteer tour docent will participate in a unique opportunity to educate children about the origins of the food they eat. For many children this will be their first encounter with farm animals.

#### **Desired Qualifications:**

Docents must be able to speak audibly so that small children and those just learning English will be able to comprehend.

Docents should be comfortable working with animals and children.

Docents must be able to lead up to two one hour tours on a given day each week.

Minimum Age Requirement: 18+

Training: Docents will be able to observe a few tours before they lead their own. Each docent will receive a packet containing basic tour information.

Number of Volunteers Needed: Up to 3 each day of the week.

#### **Prusch Farm Park Garden Guide**

Length of Commitment Desired: Open



Location of volunteer work (address): Prusch Farm Park 647 South King Road 794-6262

**Duties:**

Act as informal guide for Emma's garden.

Provide information about vegetables and gardening

What is meaningful about this job?

Community Service in a farm setting

Teaching children and adults about different plants and vegetables.

Observing nature in a farm setting.

**Desired Qualifications:**

Punctual and committed

Ability to work independently

Familiarity with gardening and vegetables

Minimum Age Requirement:

18 Years or older

**Training:**

Training is provided on site

Number of Volunteers Needed: 1

**Comments/Other:**

Willing to communicate with people.

**Prusch Farm Park Small Animal Area Guide**

Length of Commitment Desired: Open

Dates volunteer is needed: – Saturdays and Sundays (Please contact Dennis Bolger)

Location of volunteer work (address): Prusch Farm Park 647 South King Road 794-6262

**Duties:**

Provide visitors with information about small farm animals.

Answer questions regarding the park's history.

Serve as animal caretaker and sentry.

What is meaningful about this job?

Community Service in a farm setting

Teaching kids and adults about farm animals and their uses.

Close contact with birds and animals.

**Desired Qualifications:**

Punctual and committed

Ability to work with animals

Comfortable disseminating information to the public.

Minimum Age Requirement:

18 Years or older

Training:

Training is provided on site

Number of Volunteers Needed: 1

Comments/Other:

Willingness to handle various farm animals

**Prusch Farm Park Farmhouse Guide**

Length of Commitment Desired: Open

Dates volunteer is needed: TBA - Saturdays and Sundays (Please contact Dennis Bolger)

Location of volunteer work (address): Prusch Farm Park 647 South King Road 794-6262

Duties:

Welcome visitors to Prusch Farmhouse and serve as an informal guide.

Notify visitors of Prusch family history, natural history of the Santa Clara Valley and different events and classes held at Prusch Park.

What is meaningful about this job?

Community Service in a farm setting

Enhancing the visitor's park experience.

Informing people about the rich history of Prusch farm.

Desired Qualifications:

Punctual and committed

Ability to work independently.

Comfortable speaking with people.

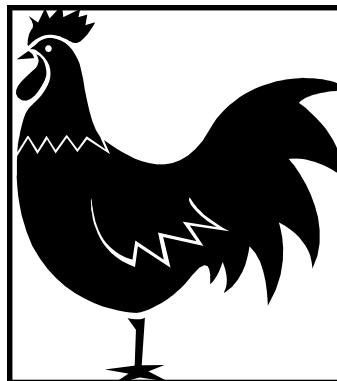
Minimum Age Requirement:

18 Years or older

Training:

Training is provided on site

Number of Volunteers Needed: 1



## Heart of the Valley

Heart of the Valley, SERVICES FOR SENIORS, Inc. is a non-profit 501 (c)(3) publicly supported corporation committed to facilitating and supporting independent living for seniors residing in the West Santa Clara Valley by offering services performed by dedicated volunteers.

### **To volunteer, contact:**

Glenda Cresap

408-241-1571

[seniorservices@aol.com](mailto:seniorservices@aol.com)

### **Volunteer Opportunities**

#### **Bill Payer**

At client's home, sort and review mail and bills at client's request.

Prepare checks according to bills for client's signature.

Spend visiting time with client as appropriate.

#### **Escorted Transportation Provider**

Drive seniors to medical appointments or grocery shopping, errands, social events, remaining with the senior to advocate for them with medical personnel or help with shopping and putting the groceries away as needed.

Run errands or grocery shop for a homebound elder.

Report number of miles driven to client.

#### **Handy person**

Assist elderly clients with small home repairs and handyman projects around their homes.

#### **Office Support**

To assist with mailing, phone calls, filing, computer, reports and copying as needed according to volunteer's abilities and interests.

#### **Professional Support**

Use your professional expertise to assist clients in specialized fields such as Medicare, Medi-Cal, renters and homeowners assistance, taxes, housing, pet care, health insurance, pharmaceutical help, real estate, financial planning and counseling.

#### **Heart of the Valley, Board Member**

To attend meetings on the 2nd Monday of every month at 7:30pm.

To provide planning and vision for agency.

To work well as a team member.

To provide direction, guidance and set agency policies.

To help with fundraising and public relations.

#### **Gardener**

Provide assistance with light yard work and gardening.

#### **House Projects**

Assist an elderly client with light housekeeping projects (vacuuming, dusting, mopping), organizing closets, cleaning refrigerators, sorting papers, putting photos in albums, etc. No heavy housework or lifting will be requested.

#### **Pet Assistance**

Help with pets (walking them or bathing them), possibly taking the pet to the vet or to the groomers.

#### **Respite Care Provider**

Provide in-home relief time for a family member caring for an aged relative who cannot be left alone.

(Care of the aged relative is companion care, not medical or personal care.)

## History San Jose

### To volunteer, contact:

Barbara Johnston

408-918-1047

[bjohnston@historysanjose.org](mailto:bjohnston@historysanjose.org)

### Volunteer Opportunities

#### **Docent** (People at Work)

Help 3rd grade students explore the work people used to do in the Valley. Guide students through three historic buildings and help students experience hands-on the work done by men and women in the past. Shifts available Tuesday–Friday, 9:00 a.m.–12:30 p.m.

#### **Building Interpreter**

Present a historic building to the public, answering their questions and guiding them through exhibits. Share your knowledge of diverse aspects of the Valley's past in buildings. Shifts available Saturdays and Sundays between noon and 5:00 p.m.

#### **Docent** (Public Tours)

Guide visitors through a selection of historic buildings at History Park and the Peralta Adobe & Fallon House Historic Site.

Shifts available Saturdays and Sundays between noon and 5:00 p.m.

#### **Docent** (Experience Victorian Days)

Teach students about daily life in 19th-century San José leading them through the Fallon House while demonstrating hands-on activities such as baking scones, chores of the butler and laundress, toy-making and parlor games, and photographing students wearing Victorian clothing.

Shifts available Tuesday–Friday, 8:30 a.m.–12:30 p.m.

#### **Museum Store Clerk**

The Museum Store at History Park specializes in books on regional history and unique gift items such as pottery, jewelry, and toys. Retail clerks greet visitors, sell admission tickets, run the cash register and help maintain store appearance.

Weekday and weekend shifts available.

#### **Ice Cream Parlor Counter Clerk**

O'Brien's Ice Cream Parlor at History Park is an old-fashioned creamery and candy store. Counter clerks greet visitors, sell candy, scoop ice cream, and prepare a simple menu of lunch items.

Weekday and weekend shifts available.

#### **Docent** (Victorian School Kit)

Visit schools throughout Santa Clara County bringing objects to students in their classroom. Students discover what life was like for children in the 1880s through touchable objects relating to school, play and daily tasks.

Shifts available Thursdays, 9:00 a.m.–12:30 p.m., plus driving time. Must have own transportation to area schools.

#### **Docent** (Westward Ho!)

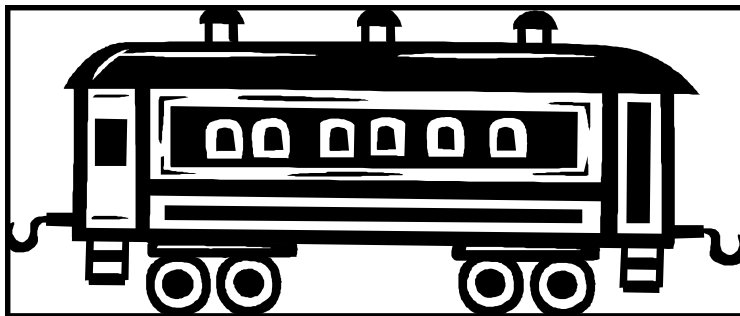
Teach students about the Westward Movement and life for families along the California trail. Take students back in time and help them load a wagon, churn butter, and play prairie games.

Shifts available Tuesdays and Fridays, 8:30 a.m.–12:30 p.m.

**California Trolley and Railroad Corporation**

The California Trolley and Railroad Corporation, is a 501(c) (3) non-profit organization with a mission to preserve and reflect the rich legacy of rail transportation in the Santa Clara Valley for the educational and recreational benefit of current and future generations. This agency is an important part of History San Jose and a minimum one-year commitment and training are needed for all positions. At the Trolley Barn, we utilize 'Barn Hosts" on Saturdays and Sundays during the fall, winter and spring months and during the summer we open on some weekdays, Saturdays and Sundays. Conductor and Motormen positions require more training and are dependent on a person's learning curve. People doing these jobs must be able to climb in and out of the trolley easily, have a "public" personality and need to have a uniform.

At History San Jose, we need docents to do tours with children and adults. Again this requires at least a one-year commitment and training is required. For Docents we prefer retired teachers who understand how to work with children and adults. Docents must have a good command of the English Language and have understandable speech. We can also train people who are fluent in Vietnamese and Spanish but these people should be bilingual. For Docent work, once trained we would like people to sign on for at least one day a week. Presently the city supplies gardeners so we are not taking gardeners and we do not have a need for office assistance.



## Host Volunteer Program

The aim of the HOST Volunteer program is to provide excellent customer service to visitors and residents in the City of San Jose. HOST Volunteers will perform a range of voluntary tasks that are not competitive with existing Ambassador Roles at the San José International Airport.

**To volunteer, contact:**

Michael Mulhern

408-792-4170

[mmulhern@sanjose.org](mailto:mmulhern@sanjose.org)

**Volunteer Opportunities**

HOST Volunteers are conveniently stationed at the Norman Y. Mineta San José International Airport Visitor information Booths in Terminals A&C. Each booth is conveniently located near baggage claim. Our HOST Volunteers are available seven (7) days a week from 8am-9pm working 3-4 hour shifts providing information (i.e. transportation, flight schedule, events, map directions, dining suggestions etc.) for both visitors and residents alike. Each volunteer will work a minimum of 10-12 hours per month. HOST Volunteers will also act as greeters by roaming the baggage claim area and assisting travelers. As HOST Volunteers, we represent our organization, also the City of San Jose. Our goal is to enhance the travelers stay by providing **Excellent Customer Service** which will inspire them to continue to make San Jose their destination of choice. Duties may vary as needed.

## Kaiser Permanente

**To volunteer, contact:**

Debbie Brewer

408-972-6233

[Debbe.Brewer@kp.org](mailto:Debbe.Brewer@kp.org)

**Volunteer Opportunities**

Volunteer services are focused towards hospitality and front line service. Volunteers must possess excellent communication and customer service skills.

Service Ambassadors offer directions and information from our four Information Desks while others greet and escort members and visitors to their destinations.

Volunteers staff the hospital Gift Shop seven days a week from morning until 7:00 p.m.

Our "Read All About It" Newspaper Cart and our Hospitality Giving Cart visit hospitalized patients offering amenities and conversation.

Volunteers are placed in patient care areas and work closely with staff to assure our patients are comfortable and their needs are met. Volunteers do not perform any 'hands on' to patients. They enhance the service provided by our medical staff.

## **Kaiser Permanente/Milpitas**

### **To volunteer, contact:**

Cheryl G. Camba  
Health Education Department  
Kaiser Milpitas Medical Offices  
770 E. Calaveras Blvd.  
Milpitas, Ca 95035  
(408)945-6119 / 8.452.6119  
Fax: (408)945-5048

### **Volunteer Opportunities**

#### **Health Education Center**

Volunteers greet members, escort members to their appointments, take and record blood pressures, and show members how to register for KP.ORG and access on-line information. Volunteers also answer the phone and assist with clerical tasks. Minimum of one shift per week.

#### **Qualifications:**

- Excellent customer service skills
- Comfort taking blood pressures (training provided)
- Comfort using computers
- Be able to work in a busy environment.
- Be able to work as part of a team
- Flexible, punctual, reliable
- Scheduled shifts: Monday-Friday: 9:00-12:30 & 1:30-5:00

#### **Reach out and Read Program**

By reading to children waiting for appointments, volunteers will promote literacy and remind children and their families that reading is fun and educational. Minimum of two hours per week.

#### **Qualifications:**

- Must be fluent in English and able to read aloud with clarity
- Good rapport with children of all ages
- Self starter
- Be outgoing and customer oriented
- Scheduled shifts: Monday-Friday: hours vary

#### **Laboratory**

Volunteers act as a resource and provide information to members utilizing the laboratory. Minimum of one shift per week.

#### **Qualifications:**

- Excellent customer service skills
- Be physically able to stand and walk during shift
- Be able to work in a busy environment
- Be outgoing and people-oriented
- Scheduled shifts Monday-Friday 7:30am-9:30am

For more information on volunteer opportunities at our Kaiser Santa Clara facility,  
Please visit: <http://kpschvolunteers.org>

\*Clinical internships are not available

## Kaiser Permanente/Santa Clara

### To volunteer, contact:

Dawn Thompson

408-851-1717

[Dawn.L.Thompson@kp.org](mailto:Dawn.L.Thompson@kp.org)

### Volunteer Opportunities

The Kaiser Permanente Medical Center in Santa Clara is in need of volunteers for a variety of exciting service roles!

- Patient Discharges/Escort
- Information Desks
- Escort Dispatcher
- Surgery Waiting Rooms
- Gift Shops
- Pediatrics
- Blood Pressure
- Reach Out & Read
- Special Events Support

If you are an individual with people skills and an appreciation for the medical environment, the Kaiser Permanente Santa Clara Medical Center is an extraordinary venue to volunteer. Retail experience is not required for Gift Gallery positions, nor medical background for other service areas. We will train you! We have a need to fill most weekday shifts, and weekend and evening opportunities are available within the Gift Galleries.

Please visit our website!

[www.kaisersantaclara.org/volunteers](http://www.kaisersantaclara.org/volunteers)

...or call our office to schedule your interview: 408-851-1717





## Live Oak Adult Day Services

### What is Adult Day Services?

- To help maintain the frail adult in his/her home and community.
- To provide support and respite for families who are caring for their dependent older relative.
- To combat isolation with contact, support and enrichment.

opportunities to enjoy a variety of stimulating activities, including:

- Adaptive physical exercise
- Music programs
- Arts & crafts projects
- Discussions on current events, and times of reminiscing

Visits from many community volunteers of all ages.

Breakfast and a hot, nutritious lunch are served daily, and beverages are available throughout the day.

### To volunteer, contact:

Colleen Hudgen

408-971-9363

[liveoak@attglobal.net](mailto:liveoak@attglobal.net)

### Volunteer Opportunities

Live Oak welcomes volunteers at all of our locations who have an interest in the elderly population and wish to share their time to improve the life experience of our clients. Volunteers are needed to socialize with frail seniors who attend our adult day care program. Monday-Friday from 9AM-3PM, help is needed to assist staff in planned activities and in serving meals to clients.

Good conversationalists, those who like to put on parties, those who travel and would like to present a slide show, those who have a well-mannered pet, or a hobby to share, are encouraged to call so we may discuss how they can help with the day care program. Current program activities include art therapy, current events, pet therapy, story-telling, music therapy, sing-a-longs, Bingo word games, exercise, inter-generational activities—singing or musical talents are a plus!



**The Lupus Foundation of Northern California (LFNC) has**

**To volunteer, contact:**

[executive@lfnc.org](mailto:executive@lfnc.org)

Unknown

## **Martha's Kitchen**

### **Our Mission Statement**

To feed the hungry poor, where no questions are asked and no judgments are made.

### **Description**

A non-profit, interfaith community dining room for the hungry poor.

### **To volunteer, contact:**

Louis Eros

408-293-6111

[lbers1@gmail.com](mailto:lbers1@gmail.com)

### **Volunteer Opportunities**

Volunteer requirements:

1. Must be 16 years of age or older.
2. Must have a current (within the last 2 years) negative TB test result (please bring certificate for each volunteer)
3. Must wear close-toed shoes, i.e., no flip-flops
4. Must have hair cover (baseball cap, hair nets, etc.)
5. Conservative clothing that you don't mind getting a little dirty (i.e. no halter tops, short shorts, t-shirts with inappropriate messages, etc.)

Tuesday & Wednesday Morning Hours are:

Arrive between 6:30 & 7:30 am and work to between 10:30 – 11:30 am

Tuesday & Wednesday Afternoon Hours:

3:30 pm to approximately 5:30 pm (NOTE: Punctuality for the start of these shifts is a must.)

Mornings are usually food prep work such as loading and unloading trucks, sorting donations, washing and cutting fruits and vegetables, making sandwiches, stripping turkeys and various other tasks as required.

Afternoon schedules are:

3:30 - 4:00 PM: Prepare to serve

4:00 - 5:00 PM: Serve

5:00 - 5:30 PM: Clean Up

Volunteers are asked to come in approximately 5 minutes early on their first visit.

We are closed between December 24 and January 1.

## O'Connor Hospital

### To volunteer, contact:

Marianna Kuhn

408-947-2830

[mariannakuhn@dochs.org](mailto:mariannakuhn@dochs.org)

### Volunteer Opportunities

O'Connor Hospital has been providing high quality health care to residents in Santa Clara Valley for 120 years. Since 1952, the O'Connor volunteers have been part of this outstanding tradition, bringing comfort and care to patients, families and loved ones. O'Connor volunteers have donated over two million hours of service since 1952. As our tagline states, *"It's the Way We Care."*

Volunteers work in a variety of areas in the hospital and clinic setting including the hospital gift shop. Volunteers support the Daughters of Charity mission by providing exceptionally friendly service to enhance the care we provide. The average volunteer donates four hours of service per week to a regular schedule. They are interviewed to determine suitability for our program. There is a background check (required for adults only), medical clearance process, orientation and training. We do require a minimum of a six-month commitment.

**Adult Volunteers:** Interested applicants are required to complete an interview, pre-employment background and drug screen, and commit to six months of service. We have limited openings in clinical areas of the hospital. Chaplain Services has openings in a variety of programs for those interested (please see links below).

If you complete the attached application on our website, we will contact you if an opening becomes available that matches your interest and availability.

**Chaplain Services** has openings in a variety of programs for those interested in holistic ministry to patients.

**Junior Volunteers:** We have an active high school program for students with an interest in the medical field. We only accept applications two times per year: For our Summer Program, applications must be submitted by January 31. For our Fall program, applications must be submitted by August 1. All applicants must be 16 years of age and must commit to one year of regular service. If you are interested, please complete the Junior Volunteer Application and Placement Information Sheet (on our website) and return it with your most recent report card by the stated deadline. We will call you with an invitation to a group interview.

**Completed applications and materials can be mailed to O'Connor Hospital, Volunteer Services Department, 2105 Forest Avenue, San Jose, CA 95128, dropped off at the Hospital Information Desk or faxed to (408)947-3958.**

## Ombudsman Long-Term Care Program

**To volunteer, contact:**

Marlene Siebert

408-325-5260

[marlenes@catholiccharitiesscc.org](mailto:marlenes@catholiccharitiesscc.org)

### **Volunteer Opportunities**

Volunteers advocate for long-term care residents. They help receive, identify, investigate and impartially resolve complaints made by or on behalf of residents of skilled nursing facilities and board and care homes. Volunteers travel to facilities and the dates and times needed varies with the volunteer.

## Partners in Reading

Partners in Reading (PAR) enables English-speaking adults and their families to improve their basic literacy skills so they can achieve their goals and function more effectively at home, in the community, at work and as lifelong learners.

**To volunteer, contact:**

Catherine Navarro

408-808-2361

[Catherine.navarro@sjlibrary.org](mailto:Catherine.navarro@sjlibrary.org)

### **Volunteer Opportunities**

**Volunteers are needed to help adults improve their reading and writing.**

[Become a Tutor](#) and work one-to-one or lead a small group with English-speaking adults who read or write below the high school level.



## **Rebuilding Together Silicon Valley**

Rebuilding Together is a nonprofit organization that brings together volunteers to provide repair work for low-income homeowners—particularly the elderly, disabled and nonprofit facilities. All work is provided at no cost to the applicant. Rebuilding Day projects gather large groups of volunteers for one and two day projects held each April and October. Throughout the year, the Neighbor to Neighbor program performs repairs that improve accessibility and mobility in the home. All repair work focuses on neighborhood revitalizations and safety improvements such as grab bars and railing installation and minor repairs in plumbing, flooring, electrical and carpentry.

### **To volunteer, contact:**

Emily Dods

408-578-9519

[edods@rebuildingtogether-sv.org](mailto:edods@rebuildingtogether-sv.org)

## **Volunteer Opportunities**

### **Board Member**

Rebuilding Together Silicon Valley is currently looking for a few new members to serve on its Board of Directors. A great source of potential board members is dedicated volunteers—like you—already active with the organization. Board members help set the strategic direction of the organization, help with fundraising events, represent the organization to corporate sponsors, help manage the budget and help publicize the organization and its mission.

### **Database Entry and Management**

We are looking for someone to take on one or more of these tasks on an ongoing basis:

Enter confidential information into database

Maintain volunteer records accurately

Help with volunteer registration for Rebuilding Day

Prepare mailing lists

*Must have strong attention to detail and be very organized*

### **Graphic Designer**

This volunteer could take on one or more of the following projects:

Redesign sponsor packets

Design newsletter using InDesign

Create outreach materials using InDesign

Improve volunteer outreach materials

*Must be proficient in Adobe Suite and detail-minded*

### **Neighbor to Neighbor Installer**

Volunteer with the N2N program making minor home modifications to improve safety. Volunteer opportunities occur every Thursday (sometimes other days of the week as well). Work in groups of 2-6 to install hand rails, grab bars, lever door knobs and faucet handles aimed at improving safety, accessibility and independence for low-income homeowners. Some projects include building steps and ramps as well. Minor carpentry, electrical or plumbing skills needed.

### **Photographer**

The photography team is responsible for our “award winning” photos that tell the story of the work completed by our volunteer teams. Photographers are needed on work days to take group pictures and “action” shots at the work sites.

## San Jose Animal Care Center

Animal Care & Services (ACS) is a full-service division that offers the community many valuable programs and services. Within ACS are three units: [Field Operations](#), [Shelter Operations](#) and [Administration](#). Although each unit is responsible for different aspects of ACS, they are dependent upon each other and work together cohesively to best benefit both the animals and the community.

### **To volunteer, contact:**

Julie St. Gregory

408-794-7211

[Julie.stgregory@sanjoseca.gov](mailto:Julie.stgregory@sanjoseca.gov)

### **Volunteer Opportunities**

#### Not Directly Working With Animals

These roles are open to new volunteer applicants; most of these roles do not require previous experience but may have other specific requirements. For all roles, volunteering must be done on-site at the shelter, unless otherwise indicated. Training for these roles is generally offered once a month.

##### **Licensing (Administrative)**

Opening mail, stuffing envelopes, filing, data entry and territory lookup assignments.

##### **Shelter-Front End (Customer Service)**

Answering questions from the public, retrieving voicemails from the phone line, conducting lost pet tours, and more.

##### **Shelter-Back End (Clean Team)**

Laundry, dishes, stocking adoption rooms and kennel areas, cleaning support for kennel staff, and more.

#### Working With Animals

To volunteer with our animals, you must have animal handling experience for the type of animal you want to volunteer with. This means that you are already confident, comfortable and capable of interacting with animals properly and safely. You must have a strong understanding of animal body language. Applicants will be thoroughly interviewed about animal handling experience during training. These requirements are designed for your safety as well as the safety of our animals.

Applicants should expect to spend 8-10 hours doing volunteer training. This involves instruction about behavior and health of shelter animals, how to work specifically with our adoptable animals, and extensive shelter procedures. During this training, applicants must pass written and practical exams before being accepted into the volunteer program. Training for these roles is generally offered once every 2 months.

Open to all new volunteer applicants with animal handling experience:

Walk and exercise adoption dogs. Provide basic training to increase adoptability.

Socialize and exercise adoptable cats. Provide human interaction and affection.

Socialize and exercise adoptable rabbits. Provide human interaction, affection, and socialization.

Socialize and handle adoptable small animals, such as rats, mice, gerbils, and guinea pigs.

## **The San Jose Retired Employees Association (SJREA)**

The SJREA is a non-profit association of retired employees (i.e. non police and fire personnel) of the City of San Jose. In addition to a variety of social events, the SJREA conducts educational activities to keep its members informed on financial, medical, and other areas of interest affecting them as seniors and as retirees. Through an elected Board, the association participates in a variety of ways with the City of San Jose and its employee groups on issues related to pensions and benefits.

Although not open to membership to non-city retirees, the SJREA can make its communications resources available to other non-profits as an additional means for such groups to publicize their own volunteer opportunities, events etc.

### **To volunteer contact:**

Bob Leininger at 408- 448-3070, John Pletsch at 408-274-2992, or Joan Lockwood at 408-371-1989

## **Retirement Services Police & Fire and Federated**

Retirement Services is dedicated to managing both the Police & Fire Retirement Plan and the Federated City Employee Retirement System. The Department consists of Accounting, Benefits, Investments, Information Systems, and an Administration Group. Benefits councils and initiates the retirement process while Accounting balances and manages pension payments. The Investment group administers all investments of the City Employee contributions to both retirement plans. IT supports computing applications, desktop support, software and hardware maintenance, and ensures systems are available for use by the Department. Lastly, the Administration Group assists with the preparation of the Police & Fire and Federated Board Meetings.

### **Mailings (fold and stuff)**

Member Statements for all City Employees are sent out yearly.

1099 Tax Forms are sent out every year in January to all Retirees.

Informational Mailings to either all City Employees or Retirees as needed throughout the year.

To volunteer please contact:

*Selina Ordaz*

*Department of Retirement Services*

*1737 North First Street, Suite 580*

*San Jose, CA 95112*

*Voice (408) 794-1037*

*Fax (408)392-6732*

*Email [selina.ordaz@sanjoseca.gov](mailto:selina.ordaz@sanjoseca.gov)*



## Second Harvest Food Bank

Second Harvest Food Bank is the primary source of donated, surplus, and purchased food for nonprofit agencies in Santa Clara and San Mateo Counties. We provide food efficiently through our direct service programs and by collaborating with a network of 316 partner nonprofit agencies operating 445 programs at 834 different food distribution sites. [Partner agencies](#) include shelters, pantries, soup kitchens, children's programs, senior meal sites, and residential programs.

### **To volunteer, contact:**

Lori Mathis

408-266-8866

[lmathis@shfoodbank.com](mailto:lmathis@shfoodbank.com)

### **Volunteer Opportunities**

- [Special Event Opportunities](#)
- [Food Sorting/Warehouse Activities](#) *Ready food for distribution by verifying, sorting, labeling and repacking items.*
- [Education and Outreach](#) *Assist in educating the community with facts on nutrition, resources, health and hunger.*
- [Food Distribution](#) *Work at field sites to distribute donated food directly to eligible participants.*
- [Professional/Administrative/Clerical/General Office](#)



## Tech Museum of Innovation

The Tech Museum is singularly focused on inspiring the innovator in everyone it reaches. Truly hands-on and interactive exhibits, divided among themed galleries, offer guests a truly memorable experience. The Hackworth IMAX Dome Theater and various unique museum programs make a visit to the bright, mango-colored Tech one you won't soon forget.

### **To volunteer, contact:**

Carrie Pogorelc  
Assistant, Volunteer Services  
The Tech Museum  
[cpogorelc@thetech.org](mailto:cpogorelc@thetech.org)  
Phone: (408) 795-6190  
Fax: (408) 279-7149  
[www.thetech.org](http://www.thetech.org)

### **Volunteer opportunities**

The Tech Museum's Volunteer Innovator Program for adults:

1) Exhibit Explainer in The Tech Museum's Galleries - Volunteers will be trained on how to involve guests in the learning process at exhibits during their visit to The Tech Museum. The volunteers will be on the museum floor, interacting with our guests. Each volunteer will be trained on their responsibilities, what to say and how to operate the exhibits before they begin their volunteer work. Volunteers should be comfortable with talking to diverse guests and groups of people. Enthusiasm about science and technology is a plus!

2) Commitment: At least two shifts per month for 6 months (or longer, if desired).

3) Training: Volunteers must attend both an Orientation Session and a two-evening Training Series.

Orientation Session: Each volunteer must attend an Orientation before attending a Training Series. Orientations are held monthly and last about 1.5 hours.

Training Session Series: Each volunteer must attend a two-evening training series before they may start volunteering. These series are held monthly and last about two hours each evening. Once the volunteer has attended these trainings, they will be ready to start!

4) Background Check: A criminal background check is required since volunteers will be around minors at The Tech Museum. The cost of the screening is covered by the Museum.

Shifts Currently Available (weekly and every-other week): Available shifts vary throughout the year

As of 2/19/10 -

Monday:

8:30 AM - 1:00 PM

12:30 PM - 5:00 PM

Tuesday: Not available

Wednesday: Not available

Thursday:

8:30 AM - 1:00 PM

12:30 PM - 6:00 PM

Friday:  
8:30 AM - 1:00 PM  
12:30 PM - 5:00 PM

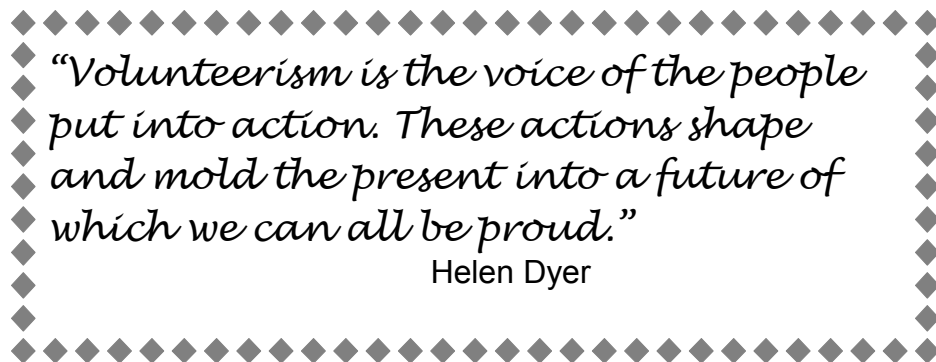
Saturday: Reserved for high school students

Sunday: Reserved for high school students

1. How to Sign Up to volunteer:

Please visit The Tech Museum's volunteer webpage, [www.thetech.org/about/volunteer](http://www.thetech.org/about/volunteer), to access the program's application form. Once the application form is received the Volunteer Services Department will send more information about the program.

2. Questions about the program? Please contact Carrie Pogorelc at [volunteering@thetech.org](mailto:volunteering@thetech.org) or by phone at (408) 795-6190.



## USO of San Jose

Since before the United States entered World War II, the USO (United Service Organizations) has been the bridge between the American public and the U.S. military. In times of peace and war, the USO has consistently delivered its special brand of comfort, morale and recreational services to the military. The USO, a congressionally chartered, private, nonprofit organization, relies on the generosity of individuals and corporations to support USO activities.

**To volunteer, contact:**

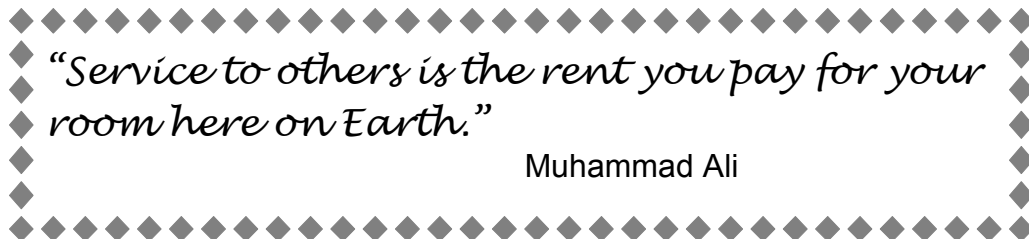
Gerald McMillan

408-288-7603

[sjcuso@aol.com](mailto:sjcuso@aol.com)

**Volunteer Opportunities**

Each location offers a variety of volunteer opportunities from welcoming guests at USO airport centers to delivering official USO programs such as "United Through Reading" or stuffing Care Packages for deploying troops. Please refer to a center near you to learn more about what they offer and how you can get involved.



## Reading Partners

Our vision is that all children in this nation will have the reading skills they need to reach their full potential.

Our mission is to help children become lifelong readers by empowering communities to provide individualized instruction with measurable results.

### **To volunteer, contact:**

Nida Asghar

408-535-6237

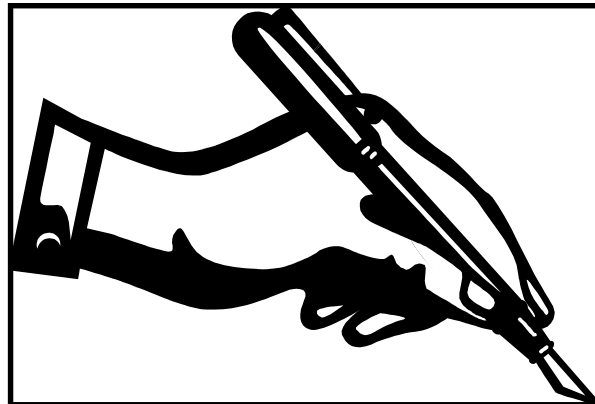
[nida@yesreading.org](mailto:nida@yesreading.org)

### **Volunteer Opportunities**

When you volunteer at Reading Partners, you'll work one-on-one with a child who has fallen behind in reading.

- Each tutoring session is 45 minutes.
- Volunteers can tutor once a week or twice a week. (Children are tutored twice a week.)
- Volunteers can tutor one child or several. (Some tutors tutor several children in back-to-back sessions.)

Tutoring takes place on the campuses of local schools that have a relationship with Reading Partners.



## Youth Science Institute

Youth Science Institute (YSI) will address today's science education crisis by filling the gap that is present in primary and secondary education today. In ten years, we will increase the number of Santa Clara County students we reach from 10% of the population to 50%. We will be the primary voice regionally for the importance of science education. We will train classroom teachers to be skilled at and comfortable with teaching science.

YSI focuses on hands-on learning of life sciences, physical sciences and social sciences, including biology, chemistry, physics, geology and astronomy. Programs are conducted at its three Science and Nature Centers in [Vasona](#), [Sanborn](#) and [Alum Rock](#) parks, in schools and at community events. Centers feature live mammals, birds, insects, amphibians and reptiles in some combination.

### **To volunteer, contact:**

Jo Schweizer

408-356-4945

[Susanne@ysi-ca.org](mailto:Susanne@ysi-ca.org)

### **Volunteer Opportunities**

**Animal Care** - Help us feed snakes, exercise turtles, and maintain our animals' homes. Volunteers help Staff Curators feed and care for our educational ambassadors used in our programs. We welcome Junior Curators beginning at age 14 (Requires training and a longer-term commitment.)

**Instructor's Aide: After School Program** - Want to work with kids? Help Pre-K through 5th grade students learn about plants, animals, chemistry, physics and more with games, experiments, stories, and crafts. Volunteer Aides help teachers prepare materials and instruct children in a safe and fun learning environment. Minimum age: 14

**Instructor's Aide: Summer Science Camps** - Ready for some Summer Fun?

Then come to Camp and work with Pre-K through Junior High students. More than 140 camps are held on a wide variety of subjects. A minimum commitment of three weeks is required, and the weeks do not need to be consecutive. Each Summer Camp Aide works directly with a Summer Camp Instructor to help prepare materials and lead their camp in a safe, fun, educational way. Please contact [volunteer@ysi-ca.org](mailto:volunteer@ysi-ca.org) for a complete description.

**Organic Garden** - Don't be a couch potato! Help us grow potatoes (and more!) in our Organic Garden in Sanborn Park, a hands-on learning center for school groups and summer camp kids. Assist our garden manager with planting, watering, composting, mulching, and weeding. Come play in the dirt! This is a great 1/2-day and full-day team-building opportunity for community groups and corporate supporters.

**Professional Skills and Trades** - You know what it takes to maintain your own home, right? Imagine what it takes to maintain three of them -- especially when you have 30,000 kids! YSI often needs the skills of individuals with expertise in various fields, from plumbing to carpentry to maintenance, and more.

**Viola Anderson Native Plant Trail** - It's not a jungle out there, and we'd like to keep it that way! Each year thousands of Vasona park visitors and school children stroll along this trail and learn about 39 species of native plants. Help us remove invasive non-native species, trim shrubs and trees, water plants, and remove debris. This is a great 1/2-day and full-day team-building opportunity for community groups and corporate supporters. (Age requirements vary depending on equipment used.)

**YSI Thrift and Gift Shop** - Join the most dedicated group of volunteers around. The 100+ members of our Guild operate our Thrift and Gift Shop on Alum Rock Avenue in East San Jose. 100% of net proceeds go directly to YSI programs.

**Marketing** - Help is need with everything from taking YSI program flyers to your child's school or local market to joining the Marketing Team that implements our marketing plan.

**Community Outreach** - We have many opportunities to host a table or booth at community events...more than our staff can handle! Your help is needed so YSI can be present at these important events. Training and materials provided.

**Desktop Publishing** - Have a passion for branding? We do! Want to help us look our best? We do all our design in-house and would welcome your help on one-time publications and on-going collateral material.

**Special Events** - Like coordinating the big picture or helping with the smaller details? Help is needed leading up to and on the day-of our Insect Fair in May and our Wildlife Festival in October. You can help with a single task, like preparing materials, or with a bigger piece of the puzzle, like coordinating the craft tables. Or you can volunteer for just a couple of hours at the event. Like to throw parties? We also hold special events for our members and donors each year.

**Fundraising** - Can't forget this one! Our Science Matters Team would welcome your support as we introduce people to YSI at our "Under the Microscope" events, maintain relationships with donors, and hold our annual Science Matters! fundraising event.

**Internet Research and other Surfing Activities** - We like to stay up-to-date on trends and findings in science and environmental education. If you like such internet exploration, surf for us! Or, we often don't have time to take advantage of many of the marketing and other opportunities that are free to us on the 'net. Help YSI leverage the single best tool in modern times since Velcro (or is it duct tape? Post-its?)

**Volunteer From Your Easy Chair** - Talk about a "kick-back" way to help: things that you can do at home while you watch TV...like cutting out nametags, collating materials, bundling fliers, etc. This is a great way to be "on-call" for us with various important tasks. Many hands make light work. Please lend us yours!



## YSI Thrift Shop

The YSI Thrift & Gift Shop offers a wide range of previously-owned, items for sale. All proceeds go to support YSI and all donations are tax deductible. If you are looking for a place to donate your excess and unused possessions, consider donating them to the Thrift & Gift.

### **To volunteer, contact:**

Marge Honere  
408-272-1301

### **Volunteer Opportunities**

At the Thrift and Gift Store we have many volunteer opportunities: working on the sales floor with customers, cashiering and pricing merchandise. We have a variety of hours (Tuesdays-Saturdays) to fit most anyone's schedule.

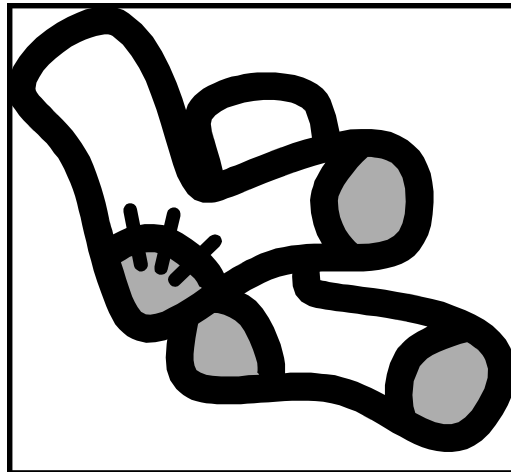
Brief volunteer job descriptions:

**Cashiers-** ring sales, assist customers, straighten hems in down time and balance cash drawer

**Floor Assistants-** opening procedures, assist customer, straighten the floor, put out merchandise; you must stay on the floor during the shift

**Pricer-** pricing of merchandise in different departments

**Sorter-** (mainly clothing) sorting clothes of good quality (no stains or rips) and hanging in proper areas





## Yu-Ai Kai

Yu-Ai Kai, a Japanese American Community Senior Service, located in Japan town San Jose, is committed to serving seniors with an array of activities and programs. We offer a well-balanced senior day care program, a nutritious lunch service, social services, a transportation program and countless classes and trips for all our seniors.

**To volunteer, contact:**

Sophie Horiuchi Forrester  
408-294-2505

[shoriuchi@yuaikai.org](mailto:shoriuchi@yuaikai.org)

**Volunteer Opportunities**

**\*Nihonmachi Run & Health Fair**

Date: Sunday, April 25, 2010

Time: 7:30am-11:00am

Location: Yu-Ai Kai

588 N. 4<sup>th</sup> Street

San Jose, CA 95112

**Mochisuki – making rice cakes**

Date: Saturday, December 18, 2010

Two shifts:

1<sup>st</sup>: 8:30am-1:00pm

2<sup>nd</sup>: 1:00pm-4:00pm

**Cutter:**

11:30am-2:30pm

**Flippers:**

8:45am-3:00pm

**Packers:**

10:00am-1:30pm

11:30-3:00pm

*If you want lunch you need to be there before 12 noon*

SJ Buddhist Church

640 N. 5<sup>th</sup> Street, San Jose, 95112

Between Taylor and Jackson Street

(Bellarmine will not approve)

## Sacred Heart Community Services

Our mission is to change lives and impact poverty by providing essential services, offering tools for self-sufficiency, and ministering with dignity, compassion and respect. We engage the community and inspire volunteers to love, serve and share.

To volunteer, contact:

Terry West

408-278-2189

[terryw@sacredheartcs.org](mailto:terryw@sacredheartcs.org)

### Volunteer Opportunities

#### INDIVIDUAL VOLUNTEER OPPORTUNITIES

##### Louise's Pantry Volunteer

Responsibilities entail providing direct customer service, greeting donors, accepting donations, unloading and sorting donated items, and making family food bags & lunches for the homeless. Closed-toed shoes are required. We require a minimum of 2 hours and a maximum of 4 hours per day; a maximum of two shifts per week, excluding Saturdays. **9th grade and up; 8th grade and under will require chaperones. Groups Welcome!**

**Volunteer Shifts: M-Th 9am-12noon, 12noon-3pm, 3pm-6pm. Fri 9am-4:30pm. Sat 9am-12noon.**

##### Gracie's Clothes Closet Volunteer

Responsibilities entail providing direct customer service, greeting donors, accepting donations, and sorting and hanging donated clothing. Closed-toed shoes are required. We require a minimum of 2 hours and a maximum of 4 hours per day; a maximum of two shifts per week, excluding Saturdays. **9th grade and up; 8th grade and under will require chaperones. Groups Welcome!**

**Volunteer Shifts: M-Th 9am-12noon, 12noon-3pm, 3pm-6pm. Fri 9am-4:30pm. Sat 9am-12noon.**

##### Welcome Center Volunteer

Duties include greeting and registering customers for services and providing information, as well as answering phone calls and assisting with data entry. Bilingual Spanish-speaking volunteers especially needed. **Three-month commitment required. Must be 18 or older.**

**Volunteer Shifts: M, W, Th 9am-5pm. Tues 9am-6pm. Fri 9am-4:30pm. Flexible shifts available.**

##### Housing Assistant Volunteer

Duties include conducting interviews with customers, file preparation, translation, and data entry. Bilingual Spanish-speaking volunteers especially needed. **Three-month commitment required. Must be 18 or older.**

**Volunteer Shifts: To be determined.**

##### Joblink Volunteer

Duties include mentoring customers with the job search process, writing resumes, and assisting customers with other JobLink services. Bilingual, Spanish-speaking volunteers especially needed. Volunteer shifts are 3 to 4 hours in length. **Must be 18 and older.**

**Volunteer Shifts: M-W 9am-4pm. Th 9am-2pm. Fri closed.**

## **ADULT EDUCATION (fall/spring only)**

### **Office Skills and Computer Education Volunteer**

Help students learn keyboarding, word-processing, spreadsheets, and database applications. Must be 18 or older.

**Classes: M, T, W, or Th 9am-12noon**

### **English As A Second Language (ESL) Volunteer**

Work in small groups with adults and help them learn basic reading, writing, and speaking comprehension of the English language. Must be a high school graduate. Must be 18 or older.

**Classes: M, T, W, or Th 9am – 12noon and 6pm-8pm.**

### **English As A Second Language (ESL) and Parents of Preschoolers (POPS) Program**

Work with parents in a combined ESL and parenting program. Bilingual helpful.

**Classes: M, T, W, or Th 8:30am-10:30am. 11am-1pm.**

## **YOUTH EDUCATION (fall/spring only)**

### **Early Childhood Education Volunteer**

Volunteer in our Preschool (3- and 4-year olds) and Tots Class (infants and toddlers). Fingerprinting required for all volunteers who are 18 or older.

**Classes: M-Th 8:30am-10:30am and 11am-1pm. W 1pm-3pm. Fri 10am-1pm and 1pm-3:30pm.**

### **Homework Club Volunteer**

Help children grades 1st-12th with computers, arts and crafts, and academic work. Fingerprinting required for all volunteers who are 18 or older.

**Classes: M, T, W, Th 2:45pm-5:30pm.**

## **GROUP VOLUNTEER OPPORTUNITIES**

**Group Size:** Maximum of 40 volunteers including adult chaperones.

**Group Age:** 6<sup>th</sup> grade and up (limited special opportunities for students younger than the sixth grade are available by contacting the SHCS Volunteer Office).

All groups must be confirmed at least 2 weeks in advance with the volunteer office.

Group Availability Time Slots	
<b>Mon/Tue/Wed/Thu</b>	9:00 AM to 6:00 PM
<b>Fridays</b>	9:00 AM to 4:30 PM
<b>Saturdays</b>	9:00 AM to 12:00 PM

**Available Service Areas:** The primary volunteer opportunities for groups will be in either Louise's Pantry or the Clothes Closet program areas. Large groups will most likely be split between the two areas.

**Clothes Closet** – Volunteers help ensure that our customers receive free clothing by hanging and sorting clothes, serving customers, greeting donors, and accepting clothing donations.

**Pantry** – Volunteers help unload and sort donations, make family and homeless food bags, and serve customers.

**Orientation and Tours:** A tour of the different areas of our organization and an explanation of our vision and mission is available. Please schedule your tour in advance with the Volunteer Office.

**Guidelines for Student or Youth Volunteer Groups:**

**High School (9<sup>th</sup> – 12<sup>th</sup> grade):** 1 Chaperone for every 8-10 students; shift of 4 or more hours appropriate

**Middle School (6<sup>th</sup> – 8<sup>th</sup> grade):** 1 Chaperone for every 4 students; maximum shifts of three hours

**Expectations of Adult Chaperones:**

- Chaperones should have a list of names and emergency phone numbers for every student in the group.
- Chaperones should be aware of SHCS's mission and the type of work students will be doing.
- Chaperones are expected to stay on site with the students at all times.
- Chaperones should know where each student in the group is located at all times.

Chaperones are in charge of communicating and enforcing behavioral expectations. Ex: listening carefully to staff instructions; staying on task; being cooperative; being polite and respectful to customers and staff; not leaving job area without permission; using appropriate language, etc.

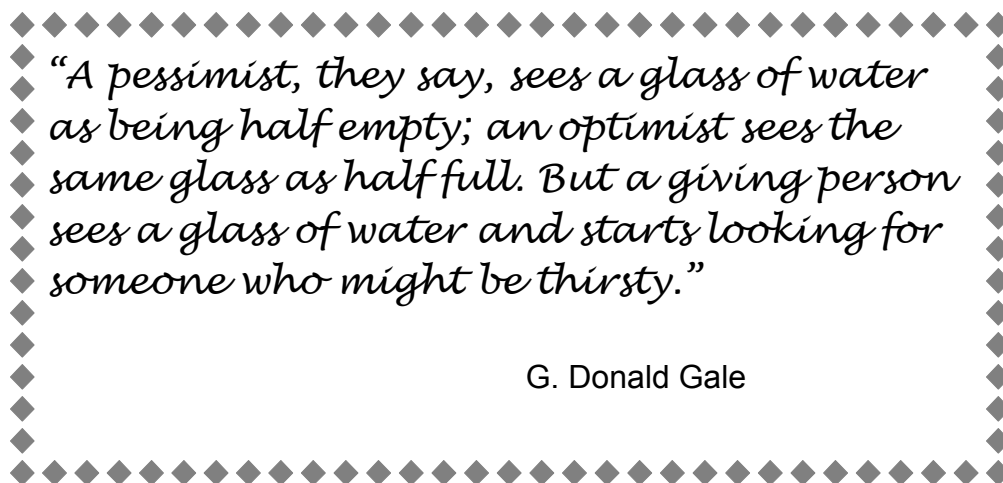
**Scheduling Volunteer Opportunities:** All volunteer opportunities must be scheduled in advance. However, cancellations occasionally occur, so in the event that you contact us less than one month in advance, we may still be able to schedule your group.

**General Volunteer Guidelines**

**Parking:** On weekdays before 3pm, please park OFF-SITE. We want to reserve our parking spaces for customers. Please, do not use neighboring business lots.

**Personal Belongings:** For reasons of security, please lock your purses/bags in your car.

**Dress Code:** In the Pantry and Clothes Closet long pants and close-toed shoes are required. Sandals, tank tops, short skirts or shorts or otherwise offensive clothing are not permitted.



## **Community Centers, Senior and Nutrition Programs**

San Jose community centers, senior centers and nutrition programs provide residents with a variety of volunteer opportunities. This includes but is not limited to Leisure Classes, Senior Programs, Therapeutics and user groups for youth sports.

### **Volunteer Opportunities**

#### ***Advisory Council***

Activities: Serve as a member of the Senior Advisory Council offering advice, input on needs and program planning, and assist in fundraising for the center.

#### ***Bingo***

Activities: Assist with the coordination of the Senior Center Bingo Program, setting up equipment, runner, caller, and cashier.

#### ***Mail Preparation***

Activities: Assist in stuffing envelopes and mailing preparations.

#### ***Nutrition Volunteer***

Activities: Assist the nutrition staff with welcoming, serving, checking in participants, and set-up and clean-up of tables.

#### ***Office Support/Volunteer***

Activities: Perform general office duties such as answering telephone, data entry, filing, and mailings. Provide general information about senior center program, trips, classes, and fees.

#### ***Program Assistant***

Activities: Assist with the coordination of the Senior Center Recreational Activities, such as exercise, crafts, and special events, lead or assist with classes, and entertainment activities.

#### ***SeniorNet***

Activities: Teach, coach, and assist with maintenance of the SeniorNet Learning Center at Willows Senior Center. The program teaches seniors how to use and access the computer and software.

**If interested in one of the above volunteer opportunities please contact a Community, Senior or Nutrition site below.**

#### **Alma Senior Center**

##### **To volunteer, contact:**

Ralph Molica

408-275-1315

[ralph.molica@sanjoseca.gov](mailto:ralph.molica@sanjoseca.gov)

#### **Almaden Community Center**

##### **To volunteer, contact:**

Rebekah Hill

408-268-1133

[rebekah.hill@sanjoseca.gov](mailto:rebekah.hill@sanjoseca.gov)

**Berryessa Nutrition Program****To volunteer, contact:**

Earlene Minnis

408-251-4581

[earlene.minnis@sanjoseca.gov](mailto:earlene.minnis@sanjoseca.gov)

**Berryessa Senior Program****To volunteer, contact:**

Mary Horani

408-251-6392

[mary.horani@sanjoseca.gov](mailto:mary.horani@sanjoseca.gov)

**Cupertino Senior Center****To volunteer, contact:**

Linda Yelavich

408-777-3150

[linday@cupertino.org](mailto:linday@cupertino.org)

**Cypress Senior Center****To volunteer, contact:**

Rhonda Vargas

408-244-1353

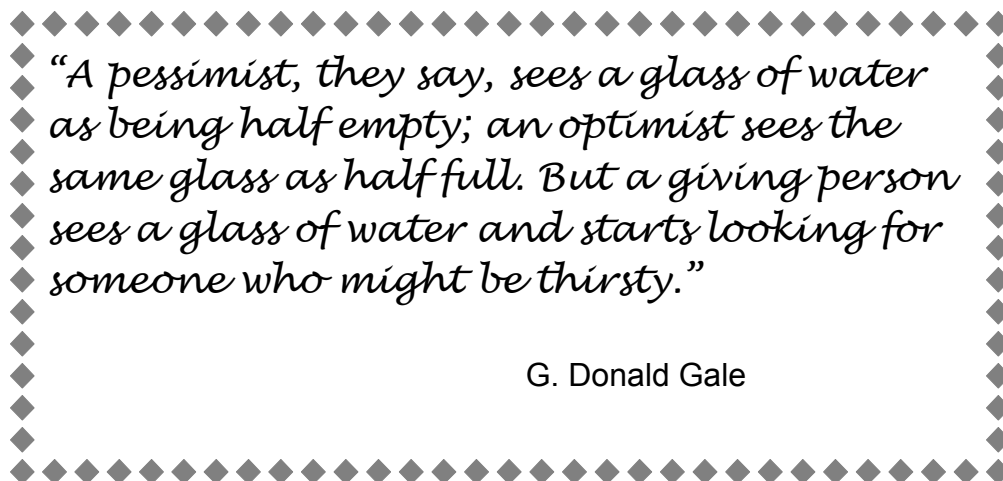
[Rhonda.vargas@sanjoseca.gov](mailto:Rhonda.vargas@sanjoseca.gov)

**Eastside Neighborhood Center****To volunteer, contact:**

Milton Cadena

408-251-0217

[mcadena@ccsj.org](mailto:mcadena@ccsj.org)



**Evergreen Senior Program****To volunteer, contact:**

Brenda Katai  
408-277-2845

[Brenda.katai@sanjoseca.gov](mailto:Brenda.katai@sanjoseca.gov)

**Hank Lopez Senior Program****To volunteer, contact:**

Amy Barnwell  
408-926-3895

[amybarnwell@sanjoseca.gov](mailto:amybarnwell@sanjoseca.gov)

**Iola Williams Senior Program****To volunteer, contact:**

Cathy Noble  
408-292-6592

[cathy.noble@sanjoseca.gov](mailto:cathy.noble@sanjoseca.gov)

**John XXIII Multi-service Center****To volunteer, contact:**

Angie Pratt  
408-282-8600

[apratt@ccsj.org](mailto:apratt@ccsj.org)

**Kirk Senior Program****To volunteer, contact:**

Melissa Monsees  
408-269-0214

[melissa.monsees@sanjoseca.gov](mailto:melissa.monsees@sanjoseca.gov)

**Live Oak Senior Nutrition & Service****To volunteer, contact:**

Eliania Brown  
408-354-0707

[eliana.brown@lgumc.org](mailto:eliana.brown@lgumc.org)

**Northside Community Center****To volunteer, contact:**

Mary Ann Garcia  
408-791-7500

[maryann.garcia@sanjoseca.gov](mailto:maryann.garcia@sanjoseca.gov)

**Salvation Army Nutrition****To volunteer, contact:**

Ligaya Sorich  
408-282-1165

[ligaya.sorich@usw.salvationarmy.org](mailto:ligaya.sorich@usw.salvationarmy.org)

**Southside Senior Center****To volunteer, contact:**

Juliet Wilson  
408-629-3435

[juliet.wilson@sanjoseca.gov](mailto:juliet.wilson@sanjoseca.gov)

**St. James Senior Nutrition****To volunteer, contact:**

Marolyn O'Neill

408-297-3338

[marolyn.o'neill@sanjoseca.gov](mailto:marolyn.o'neill@sanjoseca.gov)

**Sunnyvale Senior Nutrition****To volunteer, contact:**

Joan Smithson

408-739-0833

[jasmithson42@gmail.com](mailto:jasmithson42@gmail.com)

**Willows Senior Center****To volunteer, contact:**

Janine Bray

408-448-6400

[Janine.bray@sanjoseca.gov](mailto:Janine.bray@sanjoseca.gov)

